

# Operating Procedures and Guidelines for Brant Erie District 1



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Area 86 SOPs available at <https://area86aa.org/wp-content/uploads/2018/09/sop-panel-68.pdf>

2018-2020 Service manual available at [http://www.aa.org/assets/en\\_US/en\\_bm-31.pdf](http://www.aa.org/assets/en_US/en_bm-31.pdf)

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# **Brant Erie District 1**

## **Western Ontario General Service Area 86 Operating Procedures and Guidelines**

### **Purpose:**

The purpose of these Operating Procedures is to provide guidance for the successful conduct of business at Brant Erie District 1, Area 86.

There can be no rules in Alcoholics Anonymous (A.A.) other than those we impose on ourselves. These Operating Procedures set out what Brant Erie District has agreed upon, not what anyone has commanded it to do.

All provisions of the Operating Procedures and all actions of the District ought to conform to the principles of the Twelve Traditions and adhere strictly to the primary purpose of Alcoholics Anonymous:

*“To carry the message to the Alcoholic who still suffers.”*

## **Guidelines**

### **Committees:**

Workbooks, files, literature, etc. pertaining to Committee operation are considered as property of the District and are to be returned to the District at the end of the term or when stepping down from a service position.

All literature requests and other requests for funding must first be made to the District Committee at the G.S.R. meeting to ensure that it is within the approved budget and that funds are available in the District Treasury.

All Sub-Committee meetings will be held prior to the regular District Meetings or at a time and place agreeable with the Sub-Committee Co-ordinators and their Sub-Committee.

Committee Co-ordinators, by election process, are to be from the District Table. If the position cannot be filled from the District Table, a notice of vacant positions is to be given to all General Service Representatives (G.S.R.s) to take back to their groups. G.S.R.s are expected to announce or post these vacancies at their meetings.

### **Financial:**

Our District Bank Account must have three (3) signatures on file. A combination of any two (2) is required on all cheques. The signing authority will be the Treasurer, the D.C.M., and one (1) other agreed upon person. These signatures will be set up at the beginning of the Treasurer's term or at such time any signing authority steps down.

Each year a Budget will be presented for approval. The Budget will include contributions and expenses. The Treasurer will pay expenses authorized in the Budget.

## **Composition:**

### **Group Representatives**

- General Service Representatives (G.S.R.)
  - *1 from each registered group*
- Alternate General Service Representatives (Alternate G.S.R.)
  - *1 from each registered group*

### **District Committee**

- District Committee Member (D.C.M.)
- Alternate District Committee Member (Alternate D.C.M.)
- Secretary
- Treasurer

### **Sub-Committee**

- Public Information/Co-operation with the Professional Community (P.I./C.P.C.) Co-ordinator (combined position)
- Correctional Facilities Co-ordinator
- Treatment Facilities Co-ordinator
- Grapevine Co-ordinator
- Telephone Answering Service Co-ordinator
- Webmaster
- One Day Harvest Round Up Chairperson
- Accessibilities Co-ordinator (changed from "Special Needs" to reflect Area changes - Nov 2019)

### **Voting Privileges:**

Only General Service Representatives (G.S.R.S) may vote. If the group G.S.R. is absent from the meeting, the Alternate G.S.R. may vote. If both are absent, another member of the same group may vote.

One vote per group. The D.C.M. only has a vote if it is necessary to break a tie.

### **Meetings:**

Regular District meetings shall be held on the 2nd Sunday of each month at 7:30 p.m. The Meeting place shall be at an agreed upon central location within the District. Any change in time or date must be approved by a decision of group conscience of the District at a meeting prior to the change.

## **Motions and Amendments**

### **Motions:**

- Only G.S.R.s may move and/or second a motion.
- A seconder does not have to agree with or support the motion. All that he or she is saying is that they wish the motion be discussed.
- Once seconded, the motion belongs to the floor, not the mover or seconder.
- Once the motion is seconded and recognized by the Chair, discussion takes place.

### **Tabling a Motion**

- During a discussion it may become apparent that there is insufficient information available to reach an *informed group conscious* (see Appendix B for definition). In this circumstance, further consideration of the motion is normally deferred until the information is available. Other situations may also lead to tabling a motion, such as a need to adjourn the meeting or new information that should go back to the District Groups for consideration before a vote is taken.
- Any G.S.R. or their Alternate, when representing their G.S.R., can table a motion. Following such a request, the members of the voting body are polled and a Simple Majority is sufficient to table a motion.

### **Amendments**

- After a motion is seconded, or when a motion is being reconsidered, an amendment to the motion may be made to help clarify or further focus the motion being discussed.
- If the bearer of the original motion does not agree with the proposed amendment, the amendment must be seconded prior to discussion. A Simple Majority of the voting body is needed to accept the amendment. If accepted, the amended motion will supersede the motion being amended.
- Amendments should not be made that run contrary to the intent of the original motion. Further, additional amendments can not be made until the one under consideration has been accepted or rejected.

### **Motion Withdrawal**

During a discussion, it may become apparent that the rationale for the motion is invalid. Under these circumstances the motion may be withdrawn under one of the following conditions:

1. Both the bearer of the motion and the individual who seconded the motion agreed that the motion should be withdrawn.
2. The second for the motion is withdrawn and no other member of the voting body seconds the motion.

### **Motion Remains**

- Motion remains unmodified and the Chair asks for a vote on the motion.

**Motion Passed**

- Motion is passed unamended by a Simple or 2/3 Majority\* (as previously agreed upon).
- The Chair asks if anyone from the minority wishes to speak. The minority in this case is anyone who voted against the motion.

**Motion is Defeated**

- Motion is defeated by a Simple or 2/3 Majority\* (as previously agreed upon).
- The Chair asks if anyone from the minority wishes to speak. The minority in this case is anyone who voted for the motion.

\* Simple Majority means 50% plus one (1) vote.

2/3 Majority means 2/3 of the ballots cast.

Abstentions are not counted as votes.

## **Responsibilities**

It is recommended that all members of District be elected in odd years, with their term of office commencing on January 1st of the following year. By following this practice, all Officers from the G.S.R. down to the Area Delegate are elected at the same time.

### **General Service Representative (G.S.R.)**

The duties of the General Service Representative are laid down in the A.A. Service Manual, Chapter Two. Outgoing G.S.R.s are to give the Service Manual and G.S.R. kit to the incoming G.S.R.s.

See <https://area86aa.org/general-service-representative-gsr-resources/>

### **District Committee Member (D.C.M.)**

The duties of the District Committee Member are laid down in the A.A. Service Manual, Chapter Three.

See <https://area86aa.org/district-committee-member-dcm-resources/>

### **Alternate District Committee Member (Alternate D.C.M.)**

The duties of the Alternate District Committee Member are laid down in the A.A. Service Manual, Chapter Three.

### **Secretary**

1. The Secretary is responsible for the typing, copying and distribution of monthly District Minutes within the District and Area 86 (including the current Panel, District D.C.M.s, Sub-Committee Chairs and past Delegates). Minutes of meetings should be distributed by email or regular mail within seven (7) days of a meeting. Photocopies of the previous month's meeting are to be distributed to all G.S.R. s at the next monthly meeting.
2. The Secretary is responsible for recording all motions as presented, noting who motioned and seconded those motions and recording the vote results.
3. The Secretary maintains up-to-date contact lists of all groups, as well as Committee and Sub-Committee members. Records of Group Information and Changes in Group Information are kept on file by the Secretary.
4. The Secretary will be in possession of the updated electronic copy of the District's Operating Guidelines and Procedures and will pass this on to the incoming Secretary at the end of their term.
5. Some service at the group level or in General Service is desirable as is a background in general office work. Computer skills and internet are not necessary but would be an asset.

### **Treasurer**

1. The Treasurer should be a responsible person capable of keeping good records. An accounting background is not required but a basic knowledge of bookkeeping is a benefit.



2. The Treasurer is responsible for setting up a bank account in the name of Brant Erie District, arranging for the required signature cards, making deposits and preparing cheques for signature and timely payment of rent and all approved District operating expenses.
  3. The Treasurer is responsible for presenting a yearly budget to the District that will include allocated funds for the D.C.M., Alternate D.C.M. to attend Area Assemblies and Area Committee Meetings as well as allocated funds for Sub-Committee Co-ordinators to attend Area Assemblies.
  4. The Treasurer should be the careful guardian of District Funds, keeping a watchful eye on expenditures and foreseeing any shortfalls before they occur.
  5. The Treasurer will present a detailed monthly report showing an opening balance, contributions, expenditures and a closing balance.
  6. The Treasurer will maintain a Reserve Fund level of the total yearly budget, divided by 12, multiplied by 3 (total / 12 x 3 = 3mths).
  7. When the District funds reach a level in excess of \$2,500.00 and all the monetary commitments have been met, the Treasurer will forward that amount (in excess of the reserve fund) to the Area Treasurer. These contributions will be made two times per year (i.e. August and December) when funds allow.
- The December cheque to the Area 86 Treasurer (payable to “Western Ontario General Service”) will be made payable as of January 1st so that the Area has an operating fund to work with and does not have to utilize the prudent reserve.

## **Sub-Committees:**

### **Bridging the Gap Co-ordinator**

1. The Bridging the Gap Co-ordinator shall be responsible for the implementation of Bridging the Gap guidelines within the district and work with Treatment Co-ordinator, Telephone Answering Co-ordinator as required to ensure bridges are contacted.
2. The Bridging the Gap Co-ordinator shall be or provide a Temporary Contact Person as required for requests between treatment facilities, hospitals, penitentiaries as applicable.
3. The Bridging the Gap Co-ordinator is responsible for setting up connection for individuals with available, appropriate, willing persons and provide meeting information, meeting lists and attend meetings with bridged person on request.
4. It is the responsibility of the Bridging the Gap Co-ordinator to obtain literature and ensure that sufficient literature is available when required.
5. All functions of the Bridging the Gap Co-ordinator will be in accordance with the Bridging the Gap between Treatment & A.A. through temporary programs (30M-7/13(RP)).
6. It is the responsibility of the Bridging the Gap Co-ordinator to file a full and informative written report, when necessary, at the District Meeting on their activities

### **Public Information (P.I.) Co-ordinator**

1. The Public Information Co-ordinator shall be responsible for the implementation of Public Information Guidelines within the District as per the Public Information Workbook (ref: M-27i) and shall liaise with the Area P.I. Chairperson as required.
2. The P.I. Co-ordinator is responsible for setting up a P.I. Committee within Brant Erie District that will meet regularly to discuss and implement P.I. activities within the District. This Committee will be responsible for all public information requests within the District.
3. This Committee will be responsible for seeking out activities that we should be involved in (i.e. Health Fairs in malls, Regional Department of Health sponsored events, contacting schools, service clubs, etc.). Once the activity is identified, it is the P.I. Co-ordinator's responsibility, along with the P.I. Committee, to ensure that whatever is required is arranged for and provided in a timely fashion.
4. The P.I. Committee will be responsible for setting up and maintaining a list of names and phone numbers of volunteers, either for speakers or P.I. booth duty.
5. The P.I. Co-ordinator must ensure that all speakers are familiar with the pamphlet "Speaking At Non-A.A. Meetings" (ref: P-40).
6. It is the responsibility of the Co-ordinator to obtain literature and to ensure that sufficient literature is available for events.
7. All functions of the P.I. Co-ordinator and the P.I. Committee will be in accordance with the Public Information Workbook (ref: M-27i).
8. It is the responsibility of the P.I. Co-ordinator to file a full and informative written report, when necessary, at the District meeting on their Committee's activities.

### **Co-operation with the Professional Community (C.P.C.) Co-ordinator**

1. The C.P.C. Co-ordinator shall be responsible for the implementation of Co-operation with the Professional Community Guidelines within the District as per the Workbook for Cooperation with the Professional Community (ref: M-41i).
2. The C.P.C. Co-ordinator shall liaise with the Area C.P.C. Chairperson, as required.
3. The C.P.C. Co-ordinator is responsible for setting up a C.P.C. Committee within the Brant Erie District that will meet regularly to discuss and implement C.P.C. initiatives within the District. This Committee will be responsible for all C.P.C. requests within the District.
4. This Committee shall be responsible for seeking out activities that we should be involved in. Once the activity is identified it is the C.P.C. Co-ordinator's responsibility, along with C.P.C. Committee, to ensure that whatever is required is arranged for and provided in a timely fashion.
5. It is the responsibility of the C.P.C. Co-ordinator to obtain literature and ensure that sufficient literature is available when required.
6. All functions of the C.P.C. Co-ordinator and the C.P.C. Committee will be in accordance with the Workbook for Cooperating with the Professional Community (ref: M-41i).
7. It is the responsibility of the C.P.C. Co-ordinator to file a full and informative written report, when necessary, at the District Meeting on their Committee's activities.

### **Correctional Facilities Co-ordinator**

1. The Correctional Facilities Co-ordinator shall be responsible for the implementation of Correctional Facilities Guidelines within the District as per the Corrections Workbook (ref: M-45i).
2. The Correctional Facilities Co-ordinator shall liaise with the Area Correctional Facilities Chairperson, as required.
3. The Correctional Facilities Co-ordinator is responsible for setting up a Correctional Facilities Committee made up of institutional G.S.R.s from within the District, when applicable. Committee meetings should be held on a regular basis.
4. It is the responsibility of the Correctional Facilities Co-ordinator to see that all rules and regulations of the various facilities are known and followed by all volunteers.
5. It is the responsibility of the Correctional Facilities Co-ordinator to ensure that all meetings are conducted in accordance with the A.A. Guidelines and Traditions.
6. It is the responsibility of the Correctional Facilities Co-ordinator to ensure that sufficient volunteers are available and that names and phone numbers are available to Group G.S.R.s.
7. The Correctional Facilities Co-ordinator is responsible for investigating complaints regarding volunteers and taking appropriate action, where required.
8. The Correctional Facilities Co-ordinator shall setup and maintain a Volunteer Training Program.

9. The Correctional Facilities Co-ordinator shall obtain literature and ensure that sufficient literature is available at meetings.

10. All functions of the Correctional Facilities Co-ordinator and Correctional Facilities Committee will be in accordance with the Workbook for Institutions (ref: M-45i).

11. It is the responsibility of the Correctional Facilities Co-ordinator to file a full and informative written report, when necessary, at the District meeting on their Committee's activities.

### **Treatment Facilities Co-ordinator**

1. The Treatment Facilities Co-ordinator shall be responsible for the implementation of Treatment Facilities Guidelines within the District as per the Treatment Facilities Workbook (ref: M-40i).

2. The Treatment Facilities Co-ordinator shall liaise with the Area Treatment Facilities Chairperson, as required.

3. The Treatment Facilities Co-ordinator shall set up a Treatment Facilities Committee that will meet on a regular basis to discuss problems and to exchange ideas on how A.A. can better serve Treatment Facilities.

4. The Treatment Facilities Co-ordinator will liaise with the facilities on all matters including making suitable arrangements for patients to attend meetings.

5. All functions of the Treatment Facilities Co-ordinator and the Treatment Facilities Committee will be in accordance with the Workbook for Treatment Facilities (ref: M-40i).

6. It is the responsibility of the Treatment Facilities Co-ordinator to file a full and informative written report, when necessary, at the District meeting on their Committee's activities.

### **Grapevine Co-ordinator**

1. The Grapevine Co-ordinator shall be responsible for the promotion and distribution of Grapevine related items within the Brant Erie District.

2. The Grapevine Co-ordinator is expected to read and understand A Guide to the A.A. Grapevine (Grapevine Workbook).

3. The Grapevine Co-ordinator will liaise with the Area Grapevine Chairperson, as required.

4. The Grapevine Co-ordinator is responsible for preparing a budget and maintaining an adequate inventory of Grapevine related items and having these items available for sale.

5. The Grapevine Co-ordinator is encouraged to form a Grapevine Committee to be responsible for the promotion of Grapevine materials within the District through G.S.R.s.

6. The Grapevine Co-ordinator is responsible for advising all groups and Group Grapevine Representatives within the District of any new items or changes, accepting all orders from groups, placing an order with the Area Grapevine Co-ordinator, receipt of orders and timely delivery of orders to groups.

7. The Grapevine Co-ordinator is responsible for participation in any District events such as Round Ups. The Grapevine Co-ordinator is encouraged to visit groups to promote and sell Grapevine material, especially to groups that do not have Grapevine material.

8. All functions of the Grapevine Co-ordinator and the Grapevine Committee will be in accordance with A Guide to the A.A. Grapevine (Grapevine Workbook).

9. It is the responsibility of the Grapevine Co-ordinator to file a full and informative report, when necessary, at the District meeting on their Committee's activities.

#### **Telephone Answering Service (T.A.S.) Co-ordinator**

1. The Telephone Answering Service Co-ordinator will be the District's liaison with the Telephone Answering Service and will keep them supplied with an up-to-date list of members available to take calls as well as a current list of meeting times.

2. It is the responsibility of the Telephone Answering Service Co-ordinator to file a full informative written report, when necessary, at the District meeting on their Committee's activities.

#### **Webmaster**

1. The Webmaster is responsible for the designing and maintenance of the Brant Erie District website.

2. The Webmaster must have a working knowledge of computer programs for designing, maintaining and uploading the District website to the internet.

3. All functions of the Webmaster will be in accordance with A.A. Guidelines for the Internet (ref: mg-18).

4. The Webmaster shall file a written report, when necessary, at the District Meeting on the website activities.

#### **One Day Harvest Round Up Chairperson**

1. The One Day Harvest Round Up Chairperson is responsible for all aspects of setting-up and implementing the one day Harvest of Hope Round Up to be held on, or as close to, the first Saturday in October of each year. It is recommended that the venue be reserved one year in advance to ensure availability.

2. The One Day Harvest Round Up Chairperson shall form a Round Up Committee responsible for organizing volunteers, booking speakers, organizing food and refreshments, setting up and cleaning up venue, purchasing supplies as well as designing and distributing flyers, tickets and programs.

3. The One Day Harvest Round Up Chairperson is responsible for developing and adhering to a budget, based on the previous year's Round Up and for maintaining accurate records of all cash

disbursements and cash received from the sale of tickets, donations and raffles.

4. Any expenditure above the proposed budget must be approved by the District.

5. The One Day Harvest Round Up Chairperson will document and track all tickets distributed to District members for sale.

6. Final accounts from the Round Up must be audited by the current Treasurer within seven (7) days of the event. Any proceeds from the event must be deposited into the District bank account within 7 days of the Round Up.

### **Accessibilities Co-ordinator**

1. The Special Needs Co-ordinator works with General Service Representatives (G.S.R.s) and individual members to provide assistance and access to A.A. to those with special needs\*.
2. All functions of the Special Needs Co-ordinator will be in accordance with A.A. Guidelines – Serving Alcoholics with Special Needs (ref: mg-16).
3. The Special Needs Co-ordinator will maintain an updated wheelchair access/ American Sign Language meeting inventory.
4. The Special Needs Co-ordinator will be a resource to assist those who need special literature and encourage groups to extend the hand of A.A. to special-needs members.

### **Bridging the Gap Chair**

1. The Bridging the Gap Co-ordinator shall be responsible for the implementation of Bridging the Gap guidelines within the district and work with Treatment Co-ordinator, Telephone Answering Co-ordinator and Corrections Co-ordinator as required to ensure bridges are contacted.
2. The Bridging the Gap Co-ordinator shall be or provide a Temporary Contact Person as required for requests between treatment facilities, hospitals, penitentiaries as applicable.
3. The Bridging the Gap Co-ordinator is responsible for setting up connection for individuals with available, appropriate, willing persons and provide meeting information, meeting lists and attend meetings with bridged person on request, and making sure people work in pairs.
4. It is the responsibility of the Bridging the Gap Co-ordinator to obtain literature and ensure that sufficient literature is available when required.
5. All functions of the Bridging the Gap Co-ordinator will be in accordance with the Bridging the Gap between Treatment & A.A. through temporary programs (30M-7/13(RP)).
6. It is the responsibility of the Bridging the Gap Co-ordinator to file a full and informative written report, when necessary, at the District Meeting on their activities.

*\* “While there are no special AA members, many members have special needs. A.A.'s with special needs are those persons who are blind or visually impaired; deaf or hard of hearing, chronically ill or home bound, those who are developmentally disabled, and many others who may have less visible challenges.”*

**Source:** Area 86 Structure and Operating Procedures  
Special Needs/Accessibilities/Remote Communities Committees

## **Regular Bi-Annual Elections**

Bi-Annual elections for the District Officers will be held at the October District meeting of odd years with the Term of Office beginning January 1st of the following year. Voting for all Sub-Committee Co-ordinators will be held at the November District meeting of odd years with the Term of Office beginning January 1st of the following year. It is suggested that the G.S.R. election be held in September so that both the outgoing and incoming G.S.R.s may vote at the October District Meeting for District Officers.

### **Officers to be elected:**

1. District Committee Member (D.C.M.)
2. Alternate District Committee Member (Alternate D.C.M.)
3. Secretary
4. Treasurer

### **Sub-Committee Co-ordinators to be elected:**

1. Public Information (P.I.) / Co-operation with the Professional Community (C.P.C.) Co-ordinator
2. Correctional Facilities Co-ordinator
3. Treatment Facilities Co-ordinator
4. Grapevine Co-ordinator
5. Telephone Answering Service (T.A.S.) Co-ordinator
6. Webmaster
7. One Day Harvest Round Up Chairperson
8. Special Needs Co-ordinator

### **Eligibility:**

From all outgoing and past General Service Representatives

### **Who Votes:**

All General Service Representatives outgoing and incoming have a vote for District Officers.

### **Term of Office:**

The Term of Office shall be from January 1st of even numbered years to December 31st of the second year. If assuming a vacated office in between, it will be for the remainder of that two year term.

### **Rotation:**

Before nominating anyone for positions, it is suggested that we be mindful of our *Principle of Rotation* (see Appendix A for definition).

## **Election Procedures**

As stated in the A.A. Service Manual, election may be by Simple Majority or by the Third Legacy Procedure (See Appendix C).

Candidates eligible for election must be present or must have given permission in writing for their names to stand. If the person is not present, a written resume must be provided.

1. The Third Legacy Procedure shall be read and approval requested. Motion to follow Simple Majority Procedure may be made.
2. Nominations may be made by any member eligible to vote and seconded by any member eligible to vote.
3. A roll call of eligible candidates present shall be preformed to insure anyone interested in running for a position can put their name forward.
4. If there is only one person standing, that person is automatically elected by acclamation
5. Before the election is held, each person standing for office may be requested to say a few words. If the person is not present, their resume must be read.



# Appendix A

## *The Principle of Rotation - Definition*

Traditionally, rotation ensures that group tasks, like nearly everything else in A.A., are passed around for all to share. Many groups have alternates to each trusted servant who can step into the service positions if needed.

To step out of an A.A. office you love can be hard. If you have been doing a good job, if you honestly don't see anyone else around willing, qualified, or with the time to do it, and if your friends agree, it's especially tough. But it can be a real step forward in growth - a step into the humility that is, for some people, the spiritual essence of anonymity.

Among other things, anonymity in the Fellowship means that we forgo personal prestige for any A.A. work we do to help alcoholics. And, in the spirit of Tradition Twelve, it ever reminds us "to place principles before personalities."

Many outgoing service position holders find it rewarding to take time to share their experience with the incoming person. Rotation helps to bring us spiritual rewards far more enduring than any fame. With no A.A. "status" at stake, we needn't compete for titles or praise - we have complete freedom to serve as we are needed.

*Source:* Pamphlet (P-16) The A.A. Group – Where It All Begins – page 28

## Appendix B

### *Informed Group Conscience - Definition*

The group conscience is the collective conscience of the group membership and thus represents substantial unanimity on an issue before definitive action is taken. This is achieved by the group members through the sharing of full information, individual points of view, and the practice of A.A. principles. To be fully informed requires a willingness to listen to minority opinions with an open mind. On sensitive issues, the group works slowly—discouraging formal motions until a clear sense of its collective view emerges. Placing principles before personalities, the membership is wary of dominant opinions. Its voice is heard when a well-informed group arrives at a decision. The result rests on more than a “yes” or “no” count - precisely because it is the spiritual expression of the group conscience.

The term informed group conscience implies that pertinent information has been studied and views are heard before the group votes.

*Source:* Pamphlet (P-16) The A.A. Group – Where It All Begins – page 28

# Appendix C

## *Third Legacy Procedure*

The A.A. Third Legacy Procedure is a special type of electoral procedure, used primarily for the election of delegates and regional and at-large trustees. It is considered to be unique to A.A, and at first glance, appears to introduce a strong element of chance into a matter that should depend solely on the judgment of the majority. In practice, however, it has proved highly successful in eliminating the influence of factions or parties that seem to thrive on most political scenes. The railroading of a candidate for election is made difficult, if not impossible, since voters have a wide selection of candidates to choose from. More importantly, a second-place candidate who may be extremely well qualified but without early popular support is encouraged to stay in the balloting, rather than withdraw.

### *Third Legacy Procedures is as follows:*

- The names of eligible candidates are posted on a board. All voting members (of the area of Conference body) last written ballots, one choice to a ballot. The tally for each candidate is posted on the board.
- The first candidate to receive two-thirds of the total vote is elected.
- Withdrawals start after the second ballot. If any candidate has less than one-fifth of the total vote, his or her name is automatically withdrawn<sup>1</sup> - except that the top two candidates must remain. (In case of ties for second place, the top candidate and all tied runners-up remain as candidates.)
- After the third ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except the two top candidates remain. (In case there are ties for second place, the top candidate and all tied runners-up remain as candidates.
- After the fourth ballot, if no candidate has two-thirds of the total vote, the candidate with the smallest total is automatically withdrawn, except that the top two candidates remain. In case there are ties for second place, the top candidate and all tied second-place candidates remain. At this point the Chairperson asks for a motion, second and a simple majority of hands on conducting a fifth and final ballot. If this motion is defeated, balloting is over and the choice is made by lot - “going to the hat”- immediately. If the motion carries, a fifth and final ballot is conducted.
- If after the fifth ballot no election occurs, the Chairperson announces that the choice will be made by lot (from the hat). At this point, the top two candidates remain. In case there are ties for first place, all tied first place candidates remain. In case there are no ties for first place, the top candidate and any tied second place candidates remain.

- Lots are then drawn by the teller, and the first one “out of the hat” is the delegate (or trustee or other officer).

1 The 1969 General Service Conference approved the change from optional to automatic withdrawal of candidates.

Reprinted from: The A.A. Service Manual Combined With Twelve Concepts of World Service (2012-2013 Edition), Pages 21-22

# Appendix D

## Expenses

Current Expense allowances

Mileage shall be reimbursed at 39¢ per km

Meals shall be reimbursed @ \$15.00 per meal up to a maximum of \$45.00 per day